



## United States Army Garrison Vicenza

### Directorate of Logistics



#### DRIVER'S TESTING STATION

The Driver's Testing Station manages the selection, training, testing and licensing of motor vehicle drivers and equipment operators IAW AR 600-55, USANAVEUR Inst. 11240.6h, USASETAF REG 190-2 & local laws.

The Driver's Testing Station is located in the Central Processing Facility, bldg 393, DSN: 634-6912/6913.

#### A reminder:

All drivers must keep their stateside license on them with their SETAF license when ever operating a vehicle. SETAF AFI (American Forces Italy) registered vehicles can only be operated by SETAF licensed drivers. Relatives visiting over the holidays may not operate your vehicle even with an international license.

#### Motorcycle Safety Training:

USAG website at

<http://www.usag.vicenza.army.mil/sites/local/motorcycle.asp>

#### CTO

Commercial Travel Office (ZTrak Global Travel) is a contractor for booking of all official travel. Use of CTO is mandatory for official GOV travel IAW JTR/JFTR. ZTrak Global Travel can make arrangements for leisure as well.

Site assistant contracting officer representative (SACOR) for ZTrak Global Travel (official GOV Travel) Bldg.393—DSN: 634-6920.

#### INSTALLATION TRANSPORTATION OFFICE

The Installation Transportation Office handles your personal property shipments, both inbound and outbound. They also handle deployment storage for household goods.

They are located in the Central Processing Facility bldg 393, on the 2nd floor.

Their DSN phone numbers are: 634-6922/6925/6923/8290/6932/8115/6925/6923/6929.

Group briefings (45 min. length) are given with the following starting schedule:

#### Outbound briefings:

Monday thru Friday

0900 / 1400

Thursday

1000 / 1400

Effective 01 August 2010 they will have computers directly available for self counseling.

For **Quality Control** of your Inbound/Outbound shipments please contact the Quality Control Office Bldg. 393, DSN: 634-6933/6931/6934/6921.

For pickup or shipment of your **POV**, please call the Vehicle Processing Center (VPC) located in the Torri Warehouse complex at building 970, DSN: 634-7760, commercial : 0444-381898.



## USAG Vicenza



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#### TRANSPORTATION DIVISION SERVICE AREAS

##### **Installation Transportation Office (ITO)**

Central Processing Facility, bldg 393

Hours of Operation 09.00 –12.00 / 13.00 16.00

Thursday 10.00-12.00 / 13.00-16.00

Inbound/Outbound Personal Property

DSN: 634-6922/6932/8115/8203/6925/8290/6923/6925/6929

Traffic Manager DSN: 634– 6926

##### **Driver's Testing Station (DTS)**

Central Processing Facility, bldg 393

Hours of Operation 09.00-12.00 and 13.00 – 16.00

Testing: Monday – Friday 09.00 to 10.30

License issue: Monday – Friday 13.00 to COB

For information on bus, forklift and motorcycle training call:

DSN: 634-6912/6913

##### **Transportation Motor Pool (TMP)**

Via 1 Maggio # 20, Torri di Quaratesolo (behind Torri Warehouse)

Hours of Operation 0800 –1130 and 1300 -1700

DSN: 534-2438/2439

##### **Customs Clearance Office**

Provides customs clearance for U.S. Government owned and sponsored properties imported to and exported from Italy.

Torri Warehouse Door #8

Hours of Operation 0800 – 1200 and 1300 – 1700

DSN: 634-7978

##### **Commercial Travel Office (ZTrak Global Travel)**

Books both official and leisure Travel

Bldg 249—Hours of operation 0800-1800 Monday to Friday

DSN 634-8351/ comm.0444-303044

SACOR for official travel DSN: 634-6920 / 0800-1700 bldg 393

POC for questions, comments & suggestions:

Otis J. Newton

Chief, Transportation Division

DSN:634-6852 / CIV:0444-716852

[otis.newton@eur.army.mil](mailto:otis.newton@eur.army.mil)

**"Our Best—Nothing Less"**





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#### CUSTOMS:

**Tracking of packages:** The Customs Clearance Office can assist you in tracking your inbound shipments. For us to do this, you must be able to provide the following information to our office:

- AirWay Billing number (AWB#)
- Name of Shipping company that will be delivering parcel to Vicenza (i.e. Fedex, DHL, etc.)
- Description of the item(s)
- Any POC contact information
- Copy of Invoice (If available)

Note: Other tracking numbers can sometimes be used. Without a proper AWB tracking number it is not always possible to track inbound shipments. Please contact this office for additional details and assistance at DSN: 634-7978.

**The USAG Vicenza Customs Clearance Office** provides customs clearance for U.S. Government owned and sponsored properties. This office utilizes AE form 302-1. Requests for issuance of AE Form 302 must be made in accordance with Army Europe Regulation 55-355, the Italian/American NATO SOFA, and Italian/U.S. Laws.

**The USAG Vicenza Customs Clearance Office** provides agricultural support in conjunction with HHG/UB Moves made through ITO Office at DSN 634-8753 - (BLDG. 393).

#### TRANSPORTATION MOTORPOOL:

The Transportation Motorpool (TMP) provides vehicle support to the community in the form of small passenger sedans, vans, cargo vehicles and buses. A limited number of vehicles are available on a first come first serve basis. Requests for vehicles should be made at the earliest possible time to insure a vehicle is available. The TMP also provides heavy lift (MHE) and line-haul support. A reminder, TMP vehicle use is for "OFFICIAL USE ONLY" as outlined in AR 58-1. The TMP office is located in via 1 Maggio # 20, Torri di Quartesolo (behind Torri Warehouse complex).

Office hours are 0800 to 1130 and 1300 to 1700 hours Monday thru Friday.  
DSN: 534-2438/2439

**TMP** also provide POV storage for tenant deployed units contact NTV Coordinator at DSN 534-2440.



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Scheduling of official and leisure Travel

Bldg 249—Hours of operation 0800–1800 Monday to Friday

DSN 634-8351/ comm.0444-303044

SACOR for official travel DSN: 634-6920 / 0800-1700 bldg 393

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